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C LAUNDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

18 August 1971

1. Present were:



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2. Items of interest at the DDP Staff Meeting:

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a. Average Grade Cutbacks. [REDACTED] summarized briefly the instructions which the DD/P has received from the Director to develop a plan for the "D" Career Service to accomplish the Presidential objective of reducing average grade. The plan will be developed by Chief, OPSER and CSPS. [REDACTED] added that the key variables that affect the average grade of employees are separations, accessions and promotions and that while the combined accessions and separation actions tend to lessen the average grade, this is not usually to a sufficient degree to offset the increase created by promotions. [REDACTED] announced the "D" Career Service would be required to reduce by .08 percent of its average grade in the fiscal year ended 30 June 1972. He also reported the Agency has received no word on the Presidential announced 5 percent cut in authorized strength.

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b. Newsweek Article. [REDACTED] mentioned the upcoming Newsweek article and the wish of the Director that the article be as accurate and factual as is possible. There will be a series of briefings on a number of questions raised by Newsweek writers and the Director hopes that the article can be written on the basis of information supplied at Washington. The writers will attempt to describe what kind of man this Agency selects to be Chief of Station and some of the problems with wives and children in maintaining cover abroad. [REDACTED] said that no names of Chiefs of Station will appear in the article.

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3. Items of interest from the DDS Staff Meeting:

a. Average Grade Cutbacks. Last week Mr. Coffey reported the substance of the OMB Bulletin requiring a decrease in the average grade of on-duty employees by .1% in FY 72 and by .1% in FY 73. On 13 August 1971, the Director addressed a memorandum to each Deputy Director and Heads of Independent Offices which furnished Agency instructions for compliance with the cutbacks. It has been decided that the required adjustments will be made by the Heads of each Career Service. The Head of each Career Service must now submit to the Executive Director-Comptroller a plan by which reductions will be achieved. Until an over-all career service plan for 1972 has been approved by the Director, all pending grade promotions are deferred. Harry Fisher reported, however, that until instructed otherwise his office will continue to process periodic step increases and language proficiency increases.

b. Presidential Ordered 5% Cut in Authorized Strength. Harry Fisher reported that the Agency has received no instructions on effecting the 5% cut in authorized strength which has been mentioned as part of the President's economic program.

c. Newsweek Article. Mr. Coffey noted that cooperation with Newsweek had been approved by the Director on an article on the Intelligence Community. The Agency will have a large role in the article. The Newsweek Project Manager will be talking with selected Agency officials. Thus far, the Support Directorate has been asked to contribute in the areas of training and personnel recruitment.

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4. Other items of interest

a. Baseball Playing Area. We are told that an informal accommodation has been reached with the National Parks Service for the Agency to continue to have the use of the baseball playing area through the present season. It remains to be seen whether we will get a use permit for future use but at least the 600 plus people who now enjoy this activity will not have to look elsewhere for a playing area.

b. Shorthand Training. Some time ago you responded to a request from the Director of Personnel on the interest of officers in having special basic shorthand classes. Last week [REDACTED] asked the status of the survey. Harry Fisher tells us the survey revealed insufficient interest in having special classes but added that the Office of Training is prepared to give shorthand classes from basic to advanced.

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c. Retiree Travel and Relocation Benefits. Central Processing Branch will, in the near future, publish a "package" of guidance on the preparation, coordination and processing of travel orders authorizing retiree travel and relocation benefits. Pending the distribution of such guidance, please ensure that the Retirement Affairs Division (RAD) is added to the routing for coordination. RAD will be responsible for ensuring that in each case, an Application for Retirement has been signed by the prospective retiree and that he or she is eligible as regards age criteria.

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MEMORANDUM FOR: All Chiefs of Support  
All Chiefs of Personnel

SUBJECT : Retiree Travel and Relocation Benefits

1. Central Processing Branch will, in the near future, publish a "package" of guidance on the preparation, coordination and processing of travel orders authorizing retiree travel and relocation benefits. Pending the distribution of such guidance, addressees are requested to ensure that the Retirement Affairs Division (RAD) is added to the routing for coordination. RAD will be responsible for ensuring that in each case, an Application for Retirement has been signed by the prospective retiree and that he or she is eligible as regards age criteria.

2. Heretofore, RAD had not been involved in the processing of retiree travel orders but a requirement now that RAD check the two points mentioned above now adds the Division to the processing chain.

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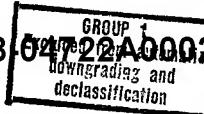
Chief, Retirement Affairs Division

Distribution:

Orig.	-	Addressee	25X1A
1	-	[REDACTED]	
1	-	DD/Pers/SP	
1	-	RAD Chrono	
1	-	RAD Subject File	

OP/RAD/ [REDACTED] kr (17 August 1971)

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:			EXTENSION 6024	NO. DATE
	SSA/DDS Room 7D18 Hqs.	DATE		
TO: (Officer designation, room number, and building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.		18 Jun	BSZ	
2.		18 Aug	JR	
3.	25X1A Fran - File			
4.				
5.				
6.				
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9.				
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14.				
15.				

EYES ONLY